



DEPARTMENT OF PLANNING

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required for all subject properties. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. **Non-Property Owner:** An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Boundary Line Adjustment is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Boundary Line Adjustment application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Boundary Line Adjustment.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deeds and related legal descriptions for the subject properties, including exhibits and attachments, are required. Deeds and all attachments must be legible.

REVISED LEGAL DESCRIPTION: Revised legal descriptions (proposed) of the properties affected by the boundary line adjustment are required.

JUSTIFICATION LETTER: A detailed letter that explains the purpose of the request, the intended use of the property, and any pertinent facts or circumstances of the request is required.

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: (2 Folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, setbacks to existing and proposed property lines, utility/maintenance easements and locations, and adjacent streets.

RECORD OF SURVEY MAP: (2 folded copies) The Record of Survey Map must be stamped and signed by the surveyor.

PROOF OF RECORDATION: Once recorded, the applicant shall provide the recordation information on the postcard provided at the time of mylar release, including Instrument Number, date of recordation, receipt number, map name, book/file name, page number, CLV case number, the number of pages recorded and who recorded the map, to the City Engineering Division, Survey Section.

FEES: \$300